



INSTRUCTIONS FOR COMPLETING THE QUARTERLY INFORMATION TECHNOLOGY EXPENDITURE REPORT

Agencies will use Form *OIT-0196, IT Expenditure Report (ITER)* to submit their quarterly information technology related expenditures to the State's Chief Technology Officer at ITExpenditures@tech.nj.gov.

- A.** The ITER must be attached to a Certification Sheet Form OIT-0195, Agency Certification, which must be certified by the following:
 - 1. The agency's Chief Information Officer.
 - 2. The agency's Chief Fiscal Officer.
 - 3. The agency's Commissioner.
- B.** The ITER shall be submitted electronically as an Excel workbook, and the signed Certification as a scanned PDF.
- C.** The following naming convention shall be used in saving the file:

Org Code_Agency_Acronym_ITER_FYYY_Q#.xlsx
(Example: 086_OIT_ITER_FY17_Q1.xlsx)

- 1. Round costs to the nearest \$100 and report costs in \$1,000 increments. For example, \$49,325 should be reported as \$49.3.
- 2. Round personnel years (PYs) to the nearest one-tenth full-time equivalent (FTE).
- 3. Report the budgeted amount for personnel costs. State personnel costs include salary, salary-driven benefits, and non-salary-driven benefits.
- 4. Use the Comments section to clarify any of the figures. Comments are strictly optional, however, if comments are provided, please indicate which cost item(s) are being referenced.